

ATTACHMENT 3

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 06

GRANTEE State of Idaho

EIN: 826000995

ADDRESS Idaho Department of Health and Welfare
450 West State Street 2nd floor
Boise, Idaho 83702

NAME OF LIHEAP COORDINATOR Beverley J. Berends

EMAIL: berendsb@idhw.state.id.us

TELEPHONE: (208) 442-9991 **FAX:** (208) 442-2810

PLEASE CHECK ONE: TRIBE **STATE** ☒ **INSULAR AREA**

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01

OMB Approval No. 0970-0075

Expiration Date: XX/XX/2005

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Assurances

The State of Idaho agrees to:
(Grantee Name)

(1) use the funds available under this title to--

(A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and

(D) plan, develop, and administer the State's program under this title including leveraging programs,

and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving--

(i) assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) supplemental security income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes which do not exceed the greater of--

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that—

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

*** This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Neither territories with annual allotments of \$200,000 or less nor Indian tribes/tribal organizations are subject to Assurance 15.**

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.**

Signature: _____

Title: Director, Department of Health and Welfare

Date: _____

*** Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**** If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

***** HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

statutory
references

2605(a)

2605(b)(1)

→ Please check which components you will operate under the LIHEAP program.
(Note: You must provide information for each component designated here as requested elsewhere in this plan.)

Dates of Operation(use of
funds)X heating assistanceNovember 1-March 31 cooling assistance X crisis assistanceyear-roundX weatherization assistanceyear-round

2605(c)(1)(C) → Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

(use of
funds)63.6 % heating assistance % cooling assistance1.6 % crisis assistance

2605(k)(1)

15 % weatherization assistance4.5 % carryover to the following fiscal year

2605(b)(9)

10 % administrative and planning costs

2605(b)(16)

5 % services to reduce home energy needs
including needs assessment (assurance 16).3 % used to develop and implement leveraging activities (limited to
the greater of 0.08% or \$35,000 for States, the greater of 2%
or \$100 for territories, tribes and tribal organizations).100% **TOTAL**

*If there is less need for home heating assistance and waiver approval is granted, twenty-five percent (25%) funding may be used for low cost weatherization assistance.

statutory
references

2605(c)(1)(C)

(alternate use
of crisis assistance
funds)

➔The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

_____ heating assistance

_____ cooling assistance

_____ weatherization assistance

X Other(specify): year-round crisis assistance

➔Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes X No _____

2605(b)(2)

2605(c)(1)(A)

➔What are your maximum eligibility limits?

(Please check the components to which they apply.)

Current year guidelines must be used.

(eligibility)

X 150% of the poverty guidelines:

heating X cooling _____ crisis X wx X

_____ 125% of the poverty guidelines:

heating _____ cooling _____ crisis _____ wx _____

_____ 110% of the poverty guidelines:

heating _____ cooling _____ crisis _____ wx _____

_____ 60% of the State's median income:

heating _____ cooling _____ crisis _____ wx _____

_____ Other (specify for each component)

X Households automatically eligible if one person is receiving

X TANF, X SSI, _____ Food Stamps, _____ Certain means-tested veterans programs (heating _____ cooling _____ crisis _____ wx _____)

statutory
references

2605(c)(1)(A)
2605(b)(2)
(eligibility)

→Do you have additional eligibility requirements for:
HEATING ASSISTANCE X Yes No)

→Do you use:	<u>Yes</u>	<u>No</u>
Assets test?	<u> </u>	<u>X</u>
→Do you give priority in eligibility to:		
Elderly?	<u>X</u>	<u> </u>
Disabled?	<u>X</u>	<u> </u>
Young children?	<u>X</u>	<u> </u>
Other: (If Yes, please describe)	<u>X</u>	<u> </u>

The household must pay for home heating costs, either directly to the energy vendor, or indirectly as an undesignated portion of the home rental cost, must not be fully subsidized for those costs by a subsidized housing program.

The household is not eligible for assistance through a home energy program funded under a LIHEAP block grant administered by a Native American tribal organization (an exception may be granted in some circumstances that are described in the policies and procedures for LIHEAP).

2605(c)(1)(A)
2605(b)(2)

→Do you have additional eligibility requirements for:
COOLING ASSISTANCE (Yes No)

(eligibility)

N/A

GRANTEE IDAHO
statutory
references

FFY 06

→ Do you use: Yes No

Assets test?

→ Do you give priority in eligibility to:

Elderly?

Disabled?

Young children?

Other:
(If Yes, please describe)

2604(c)
2605(c)(1)(A)

→ Do you have additional eligibility requirements for:
CRISIS ASSISTANCE (X Yes No)

(eligibility)

→ Do you use: Yes No

Assets test? X

Must the household have received a shut-off notice or have an (nearly)
empty tank? X

Must the household have exhausted regular benefit? X

Must the household have received a rent eviction notice? X

Must heating/cooling be medically necessary? X

Other (Please explain): X

statutory
references

➔What constitutes a crisis? (Please describe)

Emergency assistance is provided to eligible households during the regular program period November 1 through March 31 or as federal LIHEAP funds allow. The emergency benefit assistance payment is calculated based upon the regular program eligibility criteria and benefit matrix average or actual consumption costs.

When the participant/household indicates an emergency situation, i.e. without heat, threatened with disconnection of heat, or less than 48 hours of bulk fuel, they are to be given first priority in receiving assistance.

Crisis Assistance is to provide emergency services to homes for energy assistance or which, after audit by weatherization personnel, are deemed to present unsafe and or unhealthy conditions that can be remedied by weatherization measures. Additionally, these conditions must be significant enough to waive the weatherization waiting period and "previously weatherized" timeline criteria.

LIHEAP Crisis Assistance is based on the availability of LIHEAP funds. The measures are subject to the same review, monitoring and standards as described in the DOE and LPW standard contracts, as well as the Weatherization Operations Manual for the weatherization crisis and as described in the LIHEAP rules for energy assistance crisis.

The LIHEAP Crisis Assistance funds are subject to the current DOE & LIHEAP rules identified in the Low Income Home Energy Assistance Program (LIHEAP) Detailed Model Plan for Federal Fiscal Year 2005.

Generally, any activity that is necessary to resolve a crisis is allowable, such as providing temporary shelter until heat can be restored by the repair or replacement of a furnace. Repair or replacement of a furnace during a crisis situation does not count against the 15% weatherization cap under LIHEAP.

Allowable measures include but are not limited to: furnace repair, furnace replacement, broken window repair, broken window replacement, imminent danger of shut-off, shut-off, or out of fuel. A crisis may also exist due to extreme cold or heat which constitutes a threat to the health of a member of the household.

The applicant is deemed to be eligible for Crisis Assistance if:

1. Household meets income eligibility requirements.
2. The household being placed on the weatherization waiting list

statutory
references

and/or the home being held to the "previously weatherized" timeline criteria would result in imminent health & safety hazards for a household member.

3. Heating situation is assessed to be creating unsafe or significantly unhealthy conditions in the home.

2605(c)(1)(A)

→ Do you have additional eligibility requirements for:
WEATHERIZATION (X Yes ___ No)

(eligibility)

→ Do you use: Yes ___ No ___

Assets test? ___ X ___

Priority groups? (Please list) X ___

Emergencies, elderly, disabled, small children, high energy users

→ Are you using Department of Energy (DOE) Low Income Weatherization Assistance Program (LIWAP) rules to establish eligibility or to establish priority eligibility for households with certain characteristics? X ___

→ If Yes, are there exceptions? X ___

Please list below.

Exception to DOE LIWAP rules:

Cost of annual fiscal audit & Installation of fluorescent lighting

In addition to DOE LIWAP rules:

Home hot water heater unit repair or replacement, minor repair of home plumbing and electrical systems, repair or replacement of home refrigerator, cooking stove, cooling units including fans, air conditioners, installation costs associated with energy conservation low-cost/no-cost weatherization measures, and conservation education materials.

2605(b)(3)

2605(c)(3)(A)

→ Please check the outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

(outreach)

X provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).

X place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.

X publish articles in local newspapers or broadcast media announcements.

X include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

X make mass mailing to past recipients of LIHEAP.

X inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

X execute interagency agreements with other low-income program offices to perform outreach to target groups.

X other (Please specify): **Program information is included in the Department of Health and Welfare Food Stamp mailing prior to the start of the program.**

2605(b)(4) → Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination) **LIHEAP coordinates with other energy related or similar programs funded by the Federal Government and administered by state agencies; including the Department of Health and Human Services, Community Services Block Grant Program (CSBG), Child Care Program, USDA Commodities Program and the Department of Energy (DOE) Weatherization Assistance Program (WAP). Through community action agencies (CAAs), a common application intake process has been implemented in the CSBG, LIHEAP and WAP programs, which allows the agency to provide a holistic approach to the household needs, e.g. energy assistance, weatherization services, personal child care, educational and budget counseling.**

Annually, with Department of Health and Human Services approval, a maximum of twenty-five percent (25%) of LIHEAP funds are used

to supplement the DOE Weatherization Assistance Program to increase weatherization services to eligible low-income households.

In addition, the DOE Weatherization Program receives non-federal funds from utility companies and property owners to supplement federal funds to provide weatherization services to low-income households eligible for LIHEAP assistance. CAAs, under contract with utilities, conduct the supplemental weatherization services e.g. Avista Utility -- Furnace Energy Saver Program and Energy Conservation Program, Idaho Power -- Energy Conservation Program and Utah Power and Light -- Energy Conservation Programs. LIHEAP coordinates with local utility companies that provide many weatherization services, i.e. installation of weatherization materials, budget counseling and level or winter payment plans to their LIHEAP customers. These services are outlined in information pamphlets made available to CAAs for distribution to their low-income clients. Utilities provide energy usage data to ensure households with the greatest needs are being served. In addition, LIHEAP contracting agencies negotiate payment arrangements with utilities and encourage household to make regular payments to prevent crisis situations.

LIHEAP and other agencies administering and distributing utility fuel funds or community contributed fuel funds work in partnership to coordinate additional energy assistance to the household. The agencies accept referrals from the subgrantee CAAs, and if benefit resources are available, provide assistance to all households that meet the agencies' eligibility requirements. In these cases, only households meeting the LIHEAP eligibility criteria are counted and reported as leveraged activities. These agencies include, but are not limited to, Idaho Power Company - Project Share Fuel Fund; Utah Power and Light - Lend a Hand Fuel Fund; Intermountain Gas Company - Project Share and Golf Project Fuel Fund; Avista Utility - Project Share Fuel Fund and Furnace Energy Saver-Exchanger Program and Energy Conservation Education Program; Clearwater Power Company - Helping Hand Fuel Fund; and numerous city and electric utilities and bulk fuel co-ops. Additionally, CAAs negotiate with local retail merchants to obtain reduced prices on the purchase of, or the labor associated with, repair or replacement of the eligible households' heating, cooking and refrigeration appliances as necessary.

Partnerships are in place between the CAAs, local schools, churches and government agencies. These agencies refer eligible households to the CAAs, which further ensures households most in need do not 'fall between the cracks'.

When LIHEAP funds are exhausted, low income households are assisted with their home energy costs by county, city and ministerial organizations, private businesses and citizens through donated cash, in-kind services e.g. fuel, warm clothing, blankets and residential weatherization materials distributed to the household by volunteer labor and vehicles. Waivers and discounts on home energy costs, late fees or delivery and reconnection fees are supplied by county indigent funds; city and co-op electric utilities; Continental Oil Company; Intermountain Gas Co. -Project Share Fuel Fund; Suburban Propane; Utah Power and Light - Lend a Hand Fuel Fund; City of Soda Springs - Energy Program; City of Idaho Falls - Project Share; City of Heyburn; City of Burley; City of Bonners Ferry and the following ministerial organizations: Faith Lutheran Church, Our Lady of the Snows, Latter Day Saints churches throughout the state, Gooding Methodist Church, Ascension Episcopal Church, Payette Christian Church, Pocatello Catholic Church, Pocatello Interfaith Fellowship Church, Saint Vincent de Paul, and other local service organizations.

Due to limited funding, agencies consider assistance from the above resources as a last resort supplemental energy assistance fund and require the household to apply and receive or be denied LIHEAP assistance as part of their eligibility criteria. Households must exhaust their LIHEAP assistance in order to qualify for additional energy assistance funds through these resources. LIHEAP emergency assistance is provided through the community action agencies previously named. Households are provided cash assistance and minor energy equipment repairs i.e., broken windows, doors, water heater and furnace repair. Included in emergency assistance are budget, energy conservation, and low cost/no cost weatherization workshops. Volunteers from such local organizations as utilities, energy vendors, consumer advocates and agency weatherization staff present workshops.

Once energy assistance for the household is confirmed with the coordinating agency, the CAA contacts the energy supplier either directly by telephone or in writing to guarantee re-connection, continued service or fuel delivery to the household. The CAA completes the necessary paperwork for the household and routes copies to the administering agency.

2605(b)(5)
2605(b)(2)
2605(b)(8A)

→The statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI, or certain means-tested veterans programs ("categorically eligible"). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components unless specifically noted below.

(benefit levels)

In determining benefit levels for the heating component, there is no differentiation between non-categorically and categorically eligible

participants. The benefit level is established by using a 'heating matrix' which shows an average heating cost by Region in the State. When actual consumption is available, household energy cost is used to establish the benefit.

The benefit amount received by an eligible household is based on the household income, size, energy burden and unique needs. The household with the greatest energy need receives the greatest assistance benefit.

Weatherization benefit levels are not based on categorical eligibility but rather on the weatherization needs of the eligible household established through the State's approved Computerized Energy Audit.

HEATING COMPONENT

statutory
references

2605(b)(5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination
of benefits)

<u> X </u>	income
<u> X </u>	family (household) size
<u> X </u>	home energy cost or need
<u> X </u>	fuel type
<u> X </u>	climate/region
<u> X </u>	individual bill
<u> X </u>	dwelling type
<u> X </u>	energy burden (% of income spent on home energy)
<u> X </u>	energy need
<u> </u>	other (describe)

2605(b)(5) → Describe how you will assure that the highest benefits go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size.

2605(c)(1)(B) Please describe benefit levels or attach a copy of your payment matrix.

(benefit
levels)

Please see attached copy of payment matrix.

→ Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?

 X Yes No If Yes, please describe.

In the event of an area-wide emergency or disaster situation declared by the Governor, private resources supplement program services with donations such as firewood, blankets, clothing, portable space heaters, fans, water coolers & air conditioners.

statutory
references

2605(b)(5)
2605(c)(1)(B)

(determination
of benefits)

COOLING COMPONENT

→ Please check the variables you use to determine your benefit levels
(check all that apply): N/A

☐ income
☐ family (household) size
☐ home energy cost or need
☐ fuel type
☐ climate/region
☐ individual bill
☐ dwelling type
☐ energy burden
 (% of income spent on home energy)
☐ energy need
☐ other (describe)

2605(b)(5)
2605(c)(1)(B)

(benefit levels)

→ Describe how you will assure that the highest benefits will go to
households with the lowest incomes and the highest energy costs or needs
in relation to income, taking into account family size. Please describe
benefit levels or attach a copy of your payment matrix.
N/A

→ Do you provide in-kind (e.g. fans) and/or other forms of benefits?
N/A
☐ Yes ☐ No If Yes, please describe.

2605(b)(5)
2605(c)(1)(B)

(determination
of benefits)

CRISIS COMPONENT

→ How do you handle crisis situations?

☒ separate component ☐ other (please explain)

statutory
references

→ If you have a separate component, how do you determine crisis assistance benefits?

X amount to resolve crisis, up to maximum

 other (please describe)

(benefit
levels)

→ Please indicate the maximum benefit for each type of crisis assistance offered.

heating \$ maximum benefit

cooling \$ maximum benefit

year-round \$ maximum benefit

→ Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

X Yes No If Yes, please describe.

In cases where the household's energy source cannot be restored or fuel delivered to resolve the crisis, the subgrantee will provide the household with blankets, space heaters, fans, or in extreme cases move them to a temporary shelter.

statutory
references

2605(b)(5)
2605(c)(1)
(B) & (D)

**WEATHERIZATION & OTHER ENERGY RELATED
HOME REPAIR AND IMPROVEMENTS**

→ What LIHEAP weatherization services/materials do you provide?
(Check all categories that apply.)

(types of
assistance)

- ☒ Weatherization needs assessments/audits.
☒ Caulking, insulation, storm windows, etc.
☒ Furnace/heating system modifications/repairs
☒ Furnace replacement
☐ Cooling efficiency mods/repairs/replacement
☐ Other (Please describe)

(benefit
levels)

→ Do you have a maximum LIHEAP weatherization benefit/expenditure
per household? ☐ Yes ☒ No

If Yes, what is the maximum amount? \$ _____

→ Under what rules do you administer LIHEAP weatherization? (Check
only one.)

(types of
rules)

- ☐ Entirely under LIHEAP (not DOE) rules
☐ Entirely under DOE LIWAP rules
☒ Mostly under LIHEAP rules with the following DOE LIWAP
rule(s) where LIHEAP and LIWAP rules differ (Check all that
apply):

☒ Weatherize buildings if at least 66% of units (50% in 2- &
4-unit buildings) are eligible units or will become eligible within
180 days

☒ Weatherize shelters temporarily housing primarily low
income persons (excluding nursing homes, prisons, and similar
institutional care facilities).

☐ Other (Please describe)

☒ Mostly under DOE LIWAP rules, with the following
LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check
all that apply.)

☐ Weatherization not subject to DOE LIWAP
maximum statewide average cost per dwelling unit.

☒ Other (Please describe.)

10 CFR Part 440.22 Eligible dwelling

**(2) Automatic eligibility for households with
members who have received cash assistance**

statutory
references

under Title IV or XVI during previous twelve
(12) months.

(3)(b) Weatherize rental dwellings where income
eligibility is not verified for each dwelling
household.

(3)(f) Weatherize shelters

2605(b)(6) The state or tribe administers LIHEAP through the following local agencies:

(agency
designation) ☐ county welfare offices
☐ community action agencies (weatherization component only)
☒ community action agencies (heating, cooling or crisis
☐ charitable organizations
☐ not applicable (i.e. state energy office)
☐ tribal office
☐ other, describe:

→ Have you changed local administering agencies from last year?

☐ Yes ☒ No

If Yes, please describe how you selected them.

→ What components are affected by the change?

N/A

2605(c)(1)(E) → Please describe any additional steps (other than those described elsewhere in
this plan) that will be taken to target assistance to households with high
home energy burdens. (This applies to all components. If all steps to
target households with high home energy burdens are described
elsewhere in the plan, no further information is required here.)

(targeting of
assistance)

This is covered elsewhere in the plan.

2605(b)(7)
(energy
suppliers)

→ Do you make payments directly to home energy suppliers?

Heating ☒ Yes ☐ No

Cooling ☐ Yes ☐ No N/A

Crisis ☒ Yes ☐ No

statutory
references

If Yes, are there exceptions? X Yes No
If Yes, please describe.

If the household's energy source is included in their rent or they use wood* as their primary energy source, the payment is sent directly to the household.

***Households heating their home with wood and requiring emergency assistance will receive a two-party payment payable to the applicant and their energy supplier.**

When the energy supplier is has elected to not be a direct payment vendor, a two-party payment is sent to the household made payable to the applicant and their energy supplier.

2605(b)(7)(A)

➔If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

Upon completion of their application, the household receives an eligibility notice stating whether they are eligible or ineligible for assistance. If the participant is determined eligible, the notice includes the approximate benefit amount, energy supplier and account number when applicable.

If the household is determined ineligible, the eligibility notice states the reason for denial of services and their appeal rights. In addition, the applicant will receive a formal denial notice from the Department of Health and Welfare within thirty (30) days after their application is completed. The formal denial notice will state the reason for denial and the applicant's right to appeal.

2605(b)(7)
(B) & (C)

➔How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

The following ensures that households are treated fairly and not discriminated against in the cost of goods or services provided and that the full amount of assistance is applied to the household account:

The State requires a signed agreement with each participating vendor prior to the start of the program. To ensure compliance with Federal and State Regulations and Assurances, the State Attorney Generals office reviews the vendor agreements.

statutory
references

The Agreements include provisions to prohibit discrimination and to require fair and equal treatment of participants. If an eligible household is without fuel or heat, the vendor agrees to provide fuel or heat to the household within eighteen (18) hours or within forty-eight (48) hours if the eligible household is threatened with disconnection or lack of fuel. In addition, vendors are encouraged to negotiate agreements with eligible households to seek ways to reduce their home energy costs, minimize their risks of home energy crisis, and encourage regular payments toward their energy costs. LIHEAP payments are not issued to vendors who do not sign the State vendor agreement.

An annual, random review of energy supplier's LIHEAP accounts is performed by the State to ensure compliance with vendor agreements.

2605(b)(8)(B)

➔ Is there any difference in the way owners and renters are treated? If Yes, please describe.

(owners
and
renters)**HEATING ASSISTANCE**

_____ Yes X No

Since benefits are determined by heating region, family size, income, and fuel type, eligibility criteria for homeowners and renters are the same.

In cases where heat is included in rent, half of the average utility cost in that area is used to establish benefits. This is based on the assumption that most heat-included rental units are multiple-unit dwellings and therefore benefit from proximity and "share" heating costs.

Persons residing in subsidized rental housing who are directly responsible for their energy costs and receive a 'utility allowance' to assist with their energy costs receive the lowest percentage of benefit. This is based on the assumption that they are not vulnerable to high heating costs because of the 'share' heating costs resulting from the close proximity to similar units and they are receiving other federal funds as part of their subsidies to assist with their energy costs.

COOLING ASSISTANCE

_____ Yes _____ No
N/A

statutory
references

CRISIS ASSISTANCE

 Yes X No

WEATHERIZATION

 Yes X No

Eligibility is based strictly on the need and income of the household. Home ownership is not considered. In order for the CAA to weatherize the dwelling, a signed agreement permitting the work must be obtained from the property owner.

2605(b)(10)

→How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

(program,
fiscal
monitoring,
and audit)

The State uses established policies and procedures for fiscal control and fund accounting. Administrative funds are set aside for an independent yearly audit specified under the Single Audit Act. Subgrantee agencies are required through contract agreements to conduct an annual audit in accordance with the Single Audit Act.

→How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

Program monitoring is carried out by the State, through its designated contractor, as specified below. The State then monitors all fiscal and program performance activities of the contractor on a quarterly basis and subject to an annual independent financial audit.

1. **Prior to the start of the program, vendor agreements are sent to direct and two party payment vendors. The agreements are reviewed for signatures. At the end of the program, correct posting of benefits is monitored through print outs of the participants accounts obtained from the vendor. Annually, vendors are sent a survey to elicit comments on the LIHEAP program.**
2. **Subgrantee agency contracts are monitored on a monthly basis to ensure the following:**
 - a) **Outreach and Application Intake:**

statutory
references

Review of monthly and annual reports reflecting the number of participants age 60 or over, persons with disabilities; households with children under six (6) years of age; migrant/seasonal farm workers; participants receiving other state assistance and statewide distribution of services.

- b) **Timely submission of application data to ensure delivery of service is in compliance with State rules.**
 - c) **Investigation of complaints or appeals submitted by advocacy groups or program applicants.**
 - d) **Accuracy and appropriateness of financial expenditure reporting for cost reimbursement.**
- 3.. **Monthly, up to 1% of all completed applications are monitored to ensure compliance with eligibility criteria, benefit calculations and determinations.**
4. **Annually, emergency assistance procedures are monitored for:**
- (a) **Eligibility of applicants**
 - (b) **Correct level of assistance**
 - (c) **Benefit payments are made in a timely manner**
 - (d) **Emergency assistance provided to household within required time as stated in vendor agreement.**
5. **Administrative (Internal) Monitoring**
- (a) **Application data is reviewed weekly for the following:**
 - (1) **Eligibility determination and duplicate screening (name - address)**
 - (2) **Timeliness of application processing and data entry is tracked through payroll reports and warrant issuance**
 - (b) **Denial notices for timely notification and correct information**
 - (c) **Returned benefit payments**
6. **Weatherization component**
- (a) **Annual monitoring of the subgrantee contracts is conducted by the State**
 - (b) **The Department of Energy conducts a thorough annual audit of the State program to ensure grant financial and production compliance**

7. **During the monitoring process, technical training and assistance are provided to help ensure program and administrative compliance.**

→How is your LIHEAP program audited?

Under the Single Audit Act? X Yes ____ No

If not, please describe:

For States and Territories:

→Is there an annual audit of local administering agencies? X Yes ____ No

If not, please explain.

2605(b)(12)

(timely and
meaningful
public
participation)-

→How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

Prior to submission of the State LIHEAP plan, the Department of Health and Welfare allows public comment at different locations within the state for input on the development of the plan. Notification of the proposed plan is placed in newspapers throughout the geographical areas of the state. Public input regarding the LIHEAP plan is incorporated where applicable and in accordance with Federal and State rules.

The plan was available from August 4, 2005 through August 12, 2005 for public review and comment. Access to the plan was through the Community Action Partnership Association of Idaho. By contacting the Association, it was determined how best to provide the plan to the inquiring party. This could be accomplished by sending it through email, providing an internet site address or connecting them to a DHW office/community action agency office near their location where they could pick up a printed copy of the plan. This provided complete geographical coverage of the state.

2605(a)(2)

(public
hearings)

→Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

X Yes ____ No

(Not required for Tribes and tribal organizations)

statutory
references

2605(b)(13)

→ Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

(fair
hearings)

→ Denials

→ Applications Not Acted On In a Timely Manner

Fair administrative hearings are provided to households whose claims for assistance are denied or not acted upon with reasonable promptness in accordance with Idaho Administrative Code.

16.04.14

202. APPLICATION TIME LIMITS AND DISPOSAL ACTIONS.

Unless circumstances beyond the control of the Department prohibit it, each application is to be acted upon within thirty (30) days from the date the application is completed and signed by the participant. An application for LIHEAP assistance must be disposed of by one (1) of the following three (3) methods: (7-1-99)

01. Approval. A determination the participant household is eligible for LIHEAP benefits. (7-1-99)

02. Denial. A determination the participant household is ineligible for LIHEAP benefits or that eligibility could not be determined due to lack of necessary information or verification. (7-1-99)

03. Withdrawal. The participant household voluntarily requests that no further consideration be given to their application or the participant becomes deceased. (7-1-99)

203. NOTIFICATION OF DECISION.

Each participant household must be notified, in writing, of the decision made with regard to their LIHEAP application for assistance. (7-1-99)

01. Approvals. At the time the application is completed, the participant household will receive a copy of their preliminary approval notification. The Department issuance of the benefit payment or denial notice will be the participant household's formal eligibility notification. (7-1-99)

02. Denials Or Withdrawals. The LIHEAP Notice of Denial will be provided to participant households denied assistance and include the reason for the denial and an explanation of the participant household's right to appeal the eligibility decision. (7-1-99)

16.05.03

101. FILING OF APPEALS.

Appeals shall be filed in writing and shall state the appellant's name, address and phone number, and the remedy requested, except that appeals of action relating to Division of Welfare programs listed in Section 200 of these rules may be made verbally to Department Staff by an individual or representative. Appeals should be accompanied by a copy of the decision that is the subject of the appeal. Unless otherwise provided by statute or these rules, individuals who are aggrieved by a Department decision shall have twenty-eight (28) days from the date of the decision is mailed to file an appeal. (3-30-01)

102. NOTICE OF HEARING.

All parties in an appeal shall be notified of a hearing at least ten (10) days in advance, or within such time period as may be mandated by law. The hearing officer may provide a shorter advance notice upon request of a party or for good cause. The notice shall identify the time, place and nature of the hearing; a statement of the legal authority under which the hearing is to be held; the particular sections of any statutes and rules involved; the issues involved; and the right to be represented. The notice shall identify how and when documents for the hearing will be provided to all parties.

When applying for assistance, the applicant reads and signs the following:

NON-DISCRIMINATION

If you believe the Department has discriminated against you because of race, color, sex, handicap, national origin, religious creed or political belief, you may file a complaint with:

*Administrative Procedures Section
Department of Health and Welfare
PO Box 83720
450 W. State St., 10th floor
Boise, ID 83720-0036*

The household is given the informal eligibility notice upon completion of their application. Also a formal 'Notice of Denial' from the Department of Health and Welfare is mailed to them. The participant's appeal rights are included on the informal eligibility notice and on the 'Notice of Denial'. If the participant feels they were wrongly denied services or their application was not acted upon in a timely manner, the CAA holds an informal conference with the participant to resolve their appeal. If unresolved, the CAA provides the household assistance with completing and mailing the appeal form to the Department of Health and Welfare, Hearing Officer.

Upon receipt of the participant's appeal request, the Department of Health and Welfare, Legal Department will schedule a formal hearing with the Attorney General's Hearing Officer. To accommodate the applicant, hearings are conducted at the Regional Health and Welfare office closest to their residence through a telephone conference.

Weatherization provides the same appeal process as the heating component to households' denied assistance. An informal conference is held with the household prior to their filing a formal appeal request with the Department of Health and Welfare, Legal Department.

statutory
references

2605(b)(15)

For States and Puerto Rico only (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

➔ Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

(alternate
outreach
and intake)

HEATING ASSISTANCE

 X Yes No

If Yes, describe alternate process for outreach and intake:

The State sub-contracts with six (6) non-profit community action agencies to provide ongoing outreach and intake services for heating assistance. The community action agencies are located within the State to provide easy access to households including those most in need, i.e. small children, frail elderly, and individuals with disabilities.

COOLING ASSISTANCE

 Yes No

N/A

If Yes, describe alternate process for outreach and intake:

CRISIS ASSISTANCE

 X Yes No

If Yes, describe alternate process for outreach and intake:

See description under Heating Assistance above.

statutory
references

2605(b)(16)

→ Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

X Yes No

If Yes, please describe these activities. See answer below.

If Yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

Five percent (5%) of the LIHEAP funds are used by the subgrantees to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance. Services include: energy budget, payment and energy conservation session with application intake; assessment of household energy and weatherization needs through networking between the LIHEAP, Weatherization, and other Community Services Programs and with energy suppliers to provide low-cost/no-cost weatherization materials, identify energy needs through comprehensive annual needs assessment, and to increase outreach services to provide energy information and assistance to all LIHEAP eligible low-income households in the state.

Other federal funds are used to pay for such self-sufficiency services that are determined to be administration or planning costs. Other federal funds used are not included in the 10% limit on LIHEAP funds.

2607A

(leveraging)

→ Please describe leveraging activities planned for the fiscal year. (This entry is optional. *) Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:

- (1) Identify and described each resource/benefit;
- (2) Identify the source(s) of each resource; and
- (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

statutory
references

* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

The leveraging activities planned for fiscal year 2006 include:

- (1) Development and enhancement of utility and community fuel and weatherization supplemental funds and programs to assist eligible households.**
- (2) Activities to obtain donations of wood, bulk fuel oil, coal, blankets, warm clothing and volunteer labor, equipment and weatherization materials.**
- (3) Waiver or reduction of disconnection and reconnection fees, interest and penalty fees, reduced or discounted energy prices or cost of weatherization measures.**
- (1) Cash obtained from fund raising projects i.e. golf tournaments, fun runs and raffle sales.**
- (2) Cash donation from private citizens and business, community, and city service organizations, e.g. Salvation Army, United Way, Albertson, Shopko, Target, St. Vincent de Paul, local hardware and home improvement stores.**

As part of LIHEAP, eligible household's personal energy resources are leveraged through coordination and integration with local utility, county, city and private resources. LIHEAP CAA agencies will communicate verbally and in writing with other resources on how to meet the energy needs of the household. These resources supplement eligible households' energy costs when LIHEAP assistance is insufficient to meet their energy needs, weatherization needs exceed program requirements or the household has been denied due to regular program assistance or LIHEAP funding not being available. In most cases, the household's eligibility for supplemental resources is based on their receipt and exhaustion of LIHEAP assistance.

2607 A (cont.)

These agencies include but are not limited to Idaho Power Company - Project Share Fuel Fund; Utah Power and Light - Lend a Hand Fuel Fund; Intermountain Gas Company - Project Share Fuel Fund; Avista Utility - Project Share and Energy Saver Programs; Clearwater Power Company -

statutory
references

Helping Hand Fuel Fund; Pacific Power and Light Company - Lend a Hand Fuel Fund; Bonneville Power Administration and numerous city and co-op owned electric utilities.

The State's leveraged resources are reported in accordance with Augustus F. Hawkins Human Services Reauthorization Act of 1990 (Public Law 101-501), which established the LIHEAP Leverage Incentive Program.

2605(b) → Please describe performance goals and measures planned for the fiscal year. (This entry is optional.)

(performance)
goals and
measures)

Access—Contractor shall provide home visits to homebound individuals, particularly the elderly, disabled, and families with young children. Contractor shall ensure persons living in rural areas are made aware of program services and provided an opportunity to apply for assistance during the service delivery period.

Services must be provided at hours and locations that are convenient and accessible to participants who are working, attending school/training, or who live in rural areas of the designated service area. Contractor must have the ability to respond to culturally diverse populations.

Collaboration—The State, Community Action Partnership Association of Idaho and some of our larger energy providers will jointly host our 2nd Energy Symposium. This symposium will bring together staff from all of the community action agencies within the state and a number of energy vendors from across the state. Representatives from the Public Utilities Commission will also be invited.

Leveraging—The State is increasing its focus on leveraging additional funds for LIHEAP.

Technology—Continued exploration of the ability to integrate the current system used for collecting LIHEAP data with some other program systems.

REACH—Idaho will submit an application for a REACH grant during this year.

ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- * **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. (Tribes and tribal organizations are EXEMPT)
- * **Debarment and suspension certification**, which must be filed by all grantees.

- * **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here: _____

- * One of the new requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

All Tribes and those territories with allotments of less than \$200,000 need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.

- * Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.